

OVERVIEW OF BUDGET

DEPARTMENT: AGING AND ADULT SERVICES
DIRECTOR: MARY R. SAWICKI
BUDGET UNIT: AGING PROGRAMS (SBB OOA, SBG OOA, SYA OOA, SYW OOA)

I. GENERAL PROGRAM STATEMENT

The aging programs are predominantly funded by several federal and state sources, and in 2001-02 were budgeted in budget units SBB, SBG, SYA, and SYW as follows:

- Title III – Special programs for aging, which provide nutrition, supportive, preventative health, and legal services (*Budget Unit SBG*)
- Title VII – Long-term care ombudsman and elder abuse prevention (*Budget Unit SBG*)
- Title V – Senior Employment Program, which provides part-time employment services for seniors. (*Budget Unit SBB*)
- Title XIX – Multi-Purpose Senior Services Program (MSSP) which provides a variety of services to keep seniors safely in their home environment and out of nursing homes (*Budget Unit SYA*)
- CDBG – Supplements the nutrition program (*Budget Unit SBG*)
- Community-Based Services Programs which provide surplus food to the elderly, Alzheimer day care services, insurance counseling, senior companion services, and in-home services to keep persons in danger of institutionalization safely in their homes (*Budget Unit SYW*)
- USDA – Supplements the cost of the nutrition program (*Budget Unit SBG*)

II. BUDGET & WORKLOAD HISTORY

| | Actual 2000-01 | Budget 2001-02 | Actual 2001-02 | Budget 2002-03 |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Total Requirements | 6,609,999 | 8,261,772 | 7,580,716 | 160,518 |
| Total Revenue | 6,644,270 | 8,138,346 | 7,617,717 | - |
| Fund Balance | | 123,426 | | 160,518 |
| Budgeted Staffing | | 96.8 | | |
| <u>Workload Indicators</u> | | | | |
| Senior Employment Enrollees | 220 | 240 | 163 | |
| Meals Served | 1,159,741 | 1,063,000 | 1,137,831 | |
| Sr Home & Health Care Clients | 280 | 425 | 380 | |
| Community Based Svcs Clients | 1,167 | 1,165 | 1,284 | |
| Information & Assistance Contacts | 36,760 | 38,292 | 34,513 | |

Actual 2001-02 expenditures were less than budget due to delays in implementation of the new Family Caregiver Program. Additionally, in the Multi-Purpose Senior Services Program, actual operating expenditures and purchase of nursing services were less than budget due to delays in the expansion of the program.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

All positions transferred to AAF-OOA.

PROGRAM CHANGES

For 2002-03, the Board of Supervisors approved the establishment of specialized general fund AAF-OOA for the Aging programs. On June 30, 2002, the combined fund balances in special revenue funds SBB, SBG, SYA and SYW totaled \$160,518, and will be transferred into the new AAF OOA general fund budget unit.

The movement of the Aging programs from special revenue funds to the general fund was needed to eliminate the consistent cash flow problems experienced as a result of the state reimbursement process. Due to long delays in state reimbursement, service providers often wait for payment from the department. Additionally, when the state budget is not approved on schedule, funds may not be available to the department for several months. Past experience has shown that when there are delays in approval of the state budget, DAAS typically does not receive funding for the new fiscal year until September. The delay in funding causes late payments to the contracted service providers. DAAS has policies and procedures in place to ensure the department's expenditures stay within the allocated funds provided.

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue Summary
SBB OOA, SBG OOA, SYA OOA, SYW OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

| | 2001-02 Actuals | 2001-02 Approved Budget | 2002-03 Board Approved Base Budget | 2002-03 Board Approved Changes to Base Budget | 2002-03 Final Budget |
|-------------------------|--------------------|----------------------------|--|--|-------------------------|
| Appropriations | | | | | |
| Salaries and Benefits | 2,782,063 | 2,889,558 | 3,061,775 | (3,061,775) | - |
| Services and Supplies | 4,950,714 | 5,862,300 | 6,202,993 | (6,202,993) | - |
| Central Computer | 20,056 | 26,740 | 26,740 | (26,740) | - |
| Vehicles | 65,833 | | | | - |
| Transfers | 807,219 | 973,530 | 999,940 | (999,940) | - |
| Total Exp Authority | 8,625,885 | 9,752,128 | 10,291,448 | (10,291,448) | - |
| Less: | | | | | |
| Reimbursements | (1,045,169) | (1,490,356) | (1,620,085) | 1,620,085 | - |
| Total Appropriation | 7,580,716 | 8,261,772 | 8,671,363 | (8,671,363) | - |
| Operating Transfer Out | - | - | - | 160,518 | 160,518 |
| Total Requirement | 7,580,716 | 8,261,772 | 8,671,363 | (8,510,845) | 160,518 |
| Revenue | | | | | |
| Use of Money & Prop | 18,084 | 25,000 | 25,000 | (25,000) | - |
| State, Fed or Gov't Aid | 7,378,158 | 8,083,346 | 8,491,937 | (8,491,937) | - |
| Other Revenue | 221,475 | 30,000 | 31,000 | (31,000) | - |
| Total Revenue | 7,617,717 | 8,138,346 | 8,547,937 | (8,547,937) | - |
| Fund Balance | | 123,426 | 123,426 | (123,426) | - |
| Budgeted Staffing | | 96.8 | 99.8 | (99.8) | - |

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue SBB OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

| | 2001-02 Actuals | 2001-02 Approved Budget | 2002-03 Board Approved Base Budget | 2002-03 Board Approved Changes to Base Budget | 2002-03 Final Budget |
|-------------------------|--------------------|----------------------------|--|--|-------------------------|
| Appropriations | | | | | |
| Salaries and Benefits | 864,371 | 882,361 | 927,867 | (927,867) | - |
| Services and Supplies | 48,374 | 59,573 | 64,584 | (64,584) | - |
| Transfers | 59,739 | 78,274 | 78,274 | (78,274) | - |
| Total Exp Authority | 972,484 | 1,020,208 | 1,070,725 | (1,070,725) | - |
| Less: | | | | | |
| Reimbursements | (49,036) | (94,835) | (94,835) | 94,835 | - |
| Total Appropriation | 923,448 | 925,373 | 975,890 | (975,890) | - |
| Operating Transfers Out | - | - | - | (94,212) | (94,212) |
| Total Requirements | 923,448 | 925,373 | 975,890 | (1,070,102) | (94,212) |
| Revenue | | | | | |
| State, Fed or Gov't Aid | 823,826 | 945,196 | 995,713 | (995,713) | - |
| Other Revenue | 25,228 | - | - | - | - |
| Total Revenue | 849,054 | 945,196 | 995,713 | (995,713) | - |
| Fund Balance | | (19,823) | (19,823) | (74,389) | (94,212) |
| Budgeted Staffing | | 53.8 | 53.8 | (53.8) | - |

AGING AND ADULT SERVICES

| Total Changes in Board Approved Base Budget | | |
|---|----------|---|
| Mid Year | | |
| Salaries and Benefits | 45,506 | \$25,461 for 50-cent minimum wage increase from state, \$20,045 for 502E program from federal, Board date April 30, 2002, item number 27. |
| Services and Supplies | 5,011 | Increase for 502E program from federal, Board date April 30, 2002, item number 27. |
| Revenue | 50,517 | Federal and state revenue. Board date April 30, 2002, item number 27. |
| Total Appropriation Change | 50,517 | |
| Total Revenue Change | 50,517 | |
| Total Fund Balance Change | - | |
| Total 2001-02 Appropriation | 925,373 | |
| Total 2001-02 Revenue | 945,196 | |
| Total 2001-02 Fund Balance | (19,823) | |
| Total Base Budget Appropriation | 975,890 | |
| Total Base Budget Revenue | 995,713 | |
| Total Base Budget Fund Balance | (19,823) | |

| Board Approved Changes to Base Budget | | |
|---------------------------------------|-------------|--|
| Salaries and Benefits | (927,867) | Fund change from SBB-OOA-OOA to AAF-OOA-SBB. |
| Services and Supplies | (64,584) | Fund change from SBB-OOA-OOA to AAF-OOA-SBB. |
| Transfers | (78,274) | Fund change from SBB-OOA-OOA to AAF-OOA-SBB. |
| Reimbursements | 94,835 | Fund change from SBB-OOA-OOA to AAF-OOA-SBB. |
| Total Appropriation | (975,890) | |
| Operating Transfer Out | (94,212) | Fund balance adjustment. |
| Total Requirements | (1,070,102) | |
| Revenue | | |
| State and Federal Aid | (995,713) | Fund change from SBB-OOA-OOA to AAF-OOA-SBB. |
| Total Revenue | (995,713) | |
| Fund Balance | 19,823 | |

AGING AND ADULT SERVICES

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue SBG OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

| | 2001-02 Actuals | 2001-02 Approved Budget | 2002-03 Board Approved Base Budget | 2002-03 Board Approved Changes to Base Budget | 2002-03 Final Budget |
|-------------------------|--------------------|----------------------------|--|--|-------------------------|
| Appropriations | | | | | |
| Salaries and Benefits | 1,155,365 | 1,224,410 | 1,351,121 | (1,351,121) | - |
| Services and Supplies | 3,982,532 | 4,761,001 | 5,096,683 | (5,096,683) | - |
| Central Computer | 20,056 | 19,562 | 19,562 | (19,562) | - |
| Vehicles | 65,833 | - | - | - | - |
| Transfers | 382,694 | 412,194 | 438,604 | (438,604) | - |
| Total Exp Authority | 5,606,480 | 6,417,167 | 6,905,970 | (6,905,970) | - |
| Less: | | | | | |
| Reimbursements | (856,927) | (1,244,223) | (1,373,952) | 1,373,952 | - |
| Total Appropriation | 4,749,553 | 5,172,944 | 5,532,018 | (5,532,018) | - |
| Operating Transfer Out | - | - | - | 153,436 | 153,436 |
| Total Requirements | 4,749,553 | 5,172,944 | 5,532,018 | (5,378,582) | 153,436 |
| Revenue | | | | | |
| Use of Money & Prop | 13,705 | 25,000 | 25,000 | (25,000) | - |
| State, Fed or Gov't Aid | 4,542,820 | 4,967,778 | 5,325,852 | (5,325,852) | - |
| Other Revenue | 196,212 | 30,000 | 31,000 | (31,000) | - |
| Total Revenue | 4,752,737 | 5,022,778 | 5,381,852 | (5,381,852) | - |
| Fund Balance | | 150,166 | 150,166 | (150,166) | - |
| Budgeted Staffing | | 28.0 | 31.0 | (31.0) | - |

Total Changes in Board Approved Base Budget

| | | |
|---------------------------------|-----------|---|
| Salaries and Benefits | 126,711 | 3.0 Social Service Aid positions with Title III-E funds; Board Item #67, November 6, 2001. |
| Services and Supplies | 278,176 | Additional funding for the Title III-E program; Board Item #67, November 6, 2001. |
| | 57,506 | Expend for nutrition program - realignment funds; Board Item #44, November 20, 2001. |
| | 335,682 | |
| Transfers | 26,410 | Reverse original est. match for the Title III-E program; Board Item #67, November 6, 2001. |
| Reimbursements | (46,616) | Funding for the nutrition program - realignment funds; Board Item #44, November 20, 2001. |
| | (83,113) | Revised est. match for funding for the Title III-E program; Board Item #67, November 6, 2001. |
| | (129,729) | |
| Revenue | | |
| Federal Other | 9,890 | Additional USDA funding from CDA; Board Item #44, November 20, 2001. |
| | 348,184 | One-time only funds, Title III-E program from CDA; Board Item #67, November 6, 2001. |
| | 358,074 | |
| Board of Supervisors | 1,000 | Board of Supervisors funding for Steelworker to purchase camper shell; Board Item #44, November 20, 2001. |
| Total Appropriation Change | 359,074 | |
| Total Revenue Change | 359,074 | |
| Total Fund Balance Change | - | |
| Total 2001-02 Appropriation | 5,172,944 | |
| Total 2001-02 Revenue | 5,022,778 | |
| Total 2001-02 Fund Balance | 150,166 | |
| Total Base Budget Appropriation | 5,532,018 | |
| Total Base Budget Revenue | 5,381,852 | |
| Total Base Budget Fund Balance | 150,166 | |

AGING AND ADULT SERVICES

Board Approved Changes to Base Budget

| | | |
|-----------------------|-------------|--|
| Salaries and Benefits | (1,351,121) | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| Services and Supplies | (5,096,683) | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| Central Computer | (19,562) | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| Transfers | (438,604) | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| Reimbursements | 1,373,952 | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| Total Appropriations | (5,532,018) | |
| Oper Transfer Out | 153,436 | Fund balance adjustment. |
| Total Requirement | (5,378,582) | |
| Revenue | | |
| Interest Earned | (25,000) | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| State and Federal Aid | (5,325,852) | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| Other Revenue | (31,000) | Fund change from SBG-OOA-OOA to AAF-OOA-SBG. |
| Total Revenue | (5,381,852) | |
| Fund Balance | 3,270 | |

GROUP: Human Services System
DEPARTMENT: Aging and Adult Services
FUND: Special Revenue SYA OOA

FUNCTION: Public Assistance
ACTIVITY: Administration

| | 2001-02 Actuals | 2001-02 Approved Budget | 2002-03 Board Approved Base Budget | 2002-03 Board Approved Changes to Base Budget | 2002-03 Final Budget |
|------------------------------|--------------------|----------------------------|--|--|-------------------------|
| <u>Appropriations</u> | | | | | |
| Salaries and Benefits | 648,901 | 622,917 | 622,917 | (622,917) | - |
| Services and Supplies | 422,128 | 466,552 | 466,552 | (466,552) | - |
| Central Computer | - | 7,178 | 7,178 | (7,178) | - |
| Transfers | 240,042 | 360,943 | 360,943 | (360,943) | - |
| Total Exp Authority | 1,311,071 | 1,457,590 | 1,457,590 | (1,457,590) | - |
| Less: | | | | | |
| Reimbursements | (114,163) | (151,298) | (151,298) | 151,298 | - |
| Total Appropriation | 1,196,908 | 1,306,292 | 1,306,292 | (1,306,292) | - |
| Operating Transer Out | - | - | - | 57,677 | 57,677 |
| Total Requirement | 1,196,908 | 1,306,292 | 1,306,292 | (1,248,615) | 57,677 |
| <u>Revenue</u> | | | | | |
| Use of Money & Prop | 4,379 | | | | |
| State, Fed or Gov't Aid | 1,234,265 | 1,290,351 | 1,290,351 | (1,290,351) | - |
| Other Revenue | - | - | - | - | - |
| Total Revenue | 1,238,644 | 1,290,351 | 1,290,351 | (1,290,351) | - |
| Fund Balance | | 15,941 | 15,941 | 41,736 | 57,677 |
| Budgeted Staffing | | 12.0 | 12.0 | (12.0) | - |

AGING AND ADULT SERVICES

| Board Approved Changes to Base Budget | | |
|---------------------------------------|--------------------|--|
| Salaries and Benefits | <u>(622,917)</u> | Fund change from SYA-OOA-OOA to AAF-OOA-SYA. |
| Services and Supplies | <u>(466,552)</u> | Fund change from SYA-OOA-OOA to AAF-OOA-SYA. |
| Central Computer | <u>(7,178)</u> | Fund change from SYA-OOA-OOA to AAF-OOA-SYA. |
| Transfers | <u>(360,943)</u> | Fund change from SYA-OOA-OOA to AAF-OOA-SYA. |
| Reimbursements | <u>151,298</u> | Fund change from SYA-OOA-OOA to AAF-OOA-SYA. |
| Total Appropriations | <u>(1,306,292)</u> | |
| Operating Transfer Out | <u>57,677</u> | Fund balance adjustment. |
| Total Requirements | <u>(1,248,615)</u> | |
| Revenue | | |
| State and Federal Aid | <u>(1,290,351)</u> | Fund change from SYA-OOA-OOA to AAF-OOA-SYA. |
| Total Revenue | <u>(1,290,351)</u> | |
| Fund Balance | <u>41,736</u> | |

| GROUP: Human Services System DEPARTMENT: Aging and Adult Services FUND: Special Revenue SYW OOA | | | FUNCTION: Public Assistance ACTIVITY: Administration | | |
|---|--------------------|----------------------------|---|--|-------------------------|
| | 2001-02 Actuals | 2001-02 Approved Budget | 2002-03 Board Approved Base Budget | 2002-03 Board Approved Changes to Base Budget | 2002-03 Final Budget |
| Appropriations | | | | | |
| Salaries and Benefits | 113,426 | 159,870 | 159,870 | (159,870) | - |
| Services and Supplies | 497,681 | 575,174 | 575,174 | (575,174) | - |
| Transfers | <u>124,744</u> | <u>122,119</u> | <u>122,119</u> | <u>(122,119)</u> | - |
| Total Exp Authority | 735,851 | 857,163 | 857,163 | (857,163) | - |
| Less: | | | | | |
| Reimbursements | <u>(25,043)</u> | - | - | - | - |
| Total Appropriation | 710,808 | 857,163 | 857,163 | (857,163) | - |
| Operating Transfer Out | - | - | - | <u>43,617</u> | <u>43,617</u> |
| Total Requirements | 710,808 | 857,163 | 857,163 | (813,546) | 43,617 |
| Revenue | | | | | |
| State, Fed or Gov't Aid | 777,247 | 880,021 | 880,021 | (880,021) | - |
| Other Revenue | <u>36</u> | - | - | - | - |
| Total Revenue | 777,283 | 880,021 | 880,021 | (880,021) | - |
| Fund Balance | | (22,858) | (22,858) | 22,858 | - |
| Budgeted Staffing | | 3.0 | 3.0 | (3.0) | - |

| Board Approved Changes to Base Budget | | |
|---------------------------------------|------------------|--|
| Salaries and Benefits | <u>(159,870)</u> | Fund change from SYW-OOA-OOA to AAF-OOA-SYW. |
| Services and Supplies | <u>(575,174)</u> | Fund change from SYW-OOA-OOA to AAF-OOA-SYW. |
| Transfers | <u>(122,119)</u> | Fund change from SYW-OOA-OOA to AAF-OOA-SYW. |
| Total Appropriations | <u>(857,163)</u> | |
| Oper Transfer Out | <u>43,617</u> | Fund balance adjustment. |
| Total Requirement | <u>(813,546)</u> | |
| Revenues | | |
| State and Federal Aid | <u>(880,021)</u> | Fund change from SYW-OOA-OOA to AAF-OOA-SYW. |
| Total Revenues | <u>(880,021)</u> | |
| Fund Balance | <u>22,858</u> | |